

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-236A

OPEN PERIOD:

9/23/2010 – 10/23/2010

JOB TITLE:Tools and Parts
Attendant**PAY GRADE AND SERIES:**

WG-6904-06

PAY RANGE:

\$22.70 - \$26.48

POSITION LOCATION:

Moffett FAF, CA.

UNIT:129th RQW**PDCN #: 09315000****Security Clearance Required:**

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS**AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL
GUARD MEMBERS/TECHNICIAN

Military grade of E-4 through E-6.

Compatible Military Grade Assignment: AFSC 2S0X1.**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in a National Guard maintenance shop, warehouse, or engineering or supply facility. Its purpose is taking charge of and independently operating a stockroom or storage yard for tools and parts used in a trades operation; determining, identifying and selecting for issue items described by users in terms of their intended usage; recommending possible substitutes and interchangeable items; determining work sequences, methods, procedures, and techniques for setting up and shifting storage locations; and determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration. May direct and oversee the work of other assigned lower graded personnel where the function is too small to support a full supervisor.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education or training which demonstrates the knowledge of trade; ability to apply identification skill (matching specific item name, models, and stock or part numbers with similar specific information at stock locations); ability to use simple hand tools (pliers, screwdrivers, etc) and to follow oral and written instructions.

Tools and Parts Attendant WG-6904-06: Must have 9 months of specialized experience, education or training in verifying stock by opening, counting and visually checking the contents of the containers; experience in setting up and shifting storage location in consideration of space available, turnover, and convenience of handling items; experience in completing stock records by showing the names, quantities and location of stock; experience in identifying correct items for intended use, recommending possible substitutes by using references such as manufacturers' specification, stock catalogs, manuals and bulletins; experience in performing maintenance such as replacing wooden handles on handsaws, changing blades on power saws, greasing or oiling power and hand tools; experience in performing visual or operating checks, making measurements with such devices as calipers, and receiving reports from users on the nature of extent of damage to tools and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Skill in verifying short, over, and damaged conditions of incoming stock.
2. Skill in setting up and shifting storage locations.
3. Skill in identifying specific items described by users in terms of their intended usage.

4. Skill in marking and tagging locations and making entries on locator cards.
5. Ability to perform maintenance on hand and power tools.
6. Ability to determine when tools and equipment should be routed for test, repair or calibration.
7. Skill in determining basis for overage and shortage in inventory and recording findings on stock records.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating for qualifications of this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

****FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK****

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (mandatory)
- **Air Force:** Copy of Records Review RIP within last 30 days;
- **Army:** Copy of Personnel Qualification Record within last 30 days

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER